

**FISH AND WILDLIFE SERVICE  
OCCUPATIONAL SAFETY AND HEALTH**

**Occupational Safety and Health**

**Part 240 Safety Program**

**Chapter 3 Safety and Health Training and New Employee Orientation**

**240 FW 3**

**3.1 What is the purpose of this chapter?** This chapter outlines the process for determining what job activities require safety and health training, identifies what safety and health issues are to be discussed during orientations with employees new to the Fish and Wildlife Service (Service), and assigns associated responsibilities.

**3.2 To whom does this chapter apply?** This chapter applies to Service employees, volunteers, Youth Conservation Corps and Job Corps members, seasonal workers, and students. The use of the word employee in this chapter collectively represents all of these individuals.

**3.3 What are the authorities for this chapter?**

**A.** Public Law 91-596, Sec 19, Federal Agency Safety Programs and Responsibilities.

**B.** Executive Order 12196, Occupational Safety and Health Programs for Federal Employees.

**C.** 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, Subpart H, Training.

**D.** 485 DM 13, Safety and Health Training.

**3.4 What are the responsibilities associated with this chapter?**

**A. Chief, Division of Safety and Health will:**

(1) Revise and update this chapter, as necessary.

(2) Provide interpretation of safety and health training requirements and serve as a consultant to resolve Servicewide questions or issues.

**B. Regional Directors and Manager, California/Nevada Operations Office (CNO)** will provide the support and resources necessary to ensure required safety and health training is provided and attended within their areas of responsibility.

**C. Regional/CNO Safety Managers will:**

(1) Provide interpretation of safety and health training program requirements and serve as an advisor to resolve Regionwide/CNOWide questions or issues.

(2) Evaluate implementation of safety and health training programs during Regional/CNO field station safety program evaluations.

**D. Project Leaders/Supervisors** will ensure employees under their jurisdiction receive and comply with required safety and health training.

**E. Employees will:**

(1) Attend required safety and health training.

(2) Comply with the safe work practices outlined in the training.

**3.5 What safety and health training is required?**

**A.** Employees should be given training, both informal and formal, sufficient enough to develop the knowledge and skills necessary to work safely. As the severity of the hazard increases, so does the requirement for formal training. The Occupational Safety and Health Administration (OSHA) and the Department of the Interior require safety and health training for many job activities. Consult the OSHA publication, [Training Requirements in OSHA Standards and Training Guidelines - OSHA 2254](#) for information on specific OSHA training requirements.

**B.** Many of the Fish and Wildlife Service Manual chapters contain detailed paragraphs that discuss the safety and health training requirements pertinent to that particular program or activity. To determine what safety training is required, review the employee's job, identify the work activities, and comply with the appropriate training requirements. Minimum training standards will comply with either the applicable OSHA regulation and/or Parts 240-242 of the Service Manual, whichever is more stringent. If you have further questions about safety and health training, contact your Regional/CNO Safety Office.

**3.6 What specific training do Collateral Duty Safety Officers, Safety and Health Committee members, and new supervisors need?** Within 6 months of appointment, CDSO's, Safety and Health Committee members, and new supervisors will be provided training that includes a review of:

**A.** Department of the Interior and Service safety and health programs.

**B.** Section 19 of the OSHA Act, Executive Order 12196, and 29 CFR 1960.

**C.** Procedures for reporting, evaluating, and abating hazards.

**D.** Procedures for reporting and investigating allegations of reprisal.

**E.** The recognition of hazardous conditions and environments.

**F.** The identification and use of occupational safety and health standards.

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**G.** Other appropriate rules and regulations, including any specific Regional/CNO or station policies.

**3.7 What about first aid and cardiopulmonary resuscitation (CPR) training?** Each facility that is 5 minutes or greater from a hospital, clinic, or ambulance service will have at least one individual currently certified in first aid and CPR, including bloodborne pathogens training on universal precautions (242 FW 12). Where practical, more than one individual should be trained and currently certified.

**3.8 What safety and health issues will be discussed during new employee orientations?** Project leaders/supervisors are responsible for providing a safety and health program orientation to all personnel under their jurisdiction. This orientation will occur during the employee's first week on the job and include as a minimum:

**A.** A discussion of the employee's right to a safe and healthful workplace, how to report safety hazards, and how to report an accident.

**B.** A review of the Station Safety Plan, including any written programs, information, and requirements specific to the employee's work location. Line management will ensure that each employee has reviewed this document.

**C.** A review of applicable Department of the Interior, Service, and Regional/CNO safety and health policies.

**D.** The identification and demonstration of safe work procedures related to the employee's job.

**E.** The issuance and review of the proper use of any personnel protective equipment (e.g., hard hat, gloves, safety glasses) needed for the employee's job.

**F.** A review of emergency procedures.

**G.** A review of hazards in the workplace, including significant chemical, mechanical, biological, and environmental hazards.